

# Casper College Staff Employee of the Month Nomination Form

All benefited, non-probationary, classified staff employees who work a minimum of 20 hours per week are eligible for the award (with exception of the Staff Alliance Executive Committee members and the EOM Chair). Previous recipients are eligible again after **three** years.

**Name of Nominee:**  **Position:**

**Nominee's Supervisor:**  **Years of Service:**

**Reason for Nomination:**  
(Include specifics about employees contributions and accomplishments.)

**Please rate the following: 5=Superior, 4=Excellent, 3=Good, 2=Fair, 1=Poor, N/A=Not Applicable**

**Quality of Work** (Accuracy, workman-ship, thoroughness, attention to detail)

**Quantity of Work** (Volume and timeliness of work completed)

**Adaptability** (Ability to work under changing conditions or new situations)

**Initiative** (Willingness to accept new responsibility, methods, equipment)

**Problem Solving** (Ability to make sound judgment and/or solve problems as they arise)

**Dependability** (Follows regulations, attendance record, punctuality)

**Helpfulness to Others** (Ability to work and get along with supervisors, co-workers)

**Attitude/ Image** (Disposition, use of tact, motivation of others, general spirit, appearance, neatness)

**Additional Comments:**

**Name of Nominator/Proponent:**

Printed forms need to be sent to Melody Dugan, WT124. All nominations require at least one (1) letter of support. Please email support letter(s) to Melody Dugan at [mdugan@caspercollege.edu](mailto:mdugan@caspercollege.edu) or Mike McLemore at [mclemore@caspercollege.edu](mailto:mclemore@caspercollege.edu).